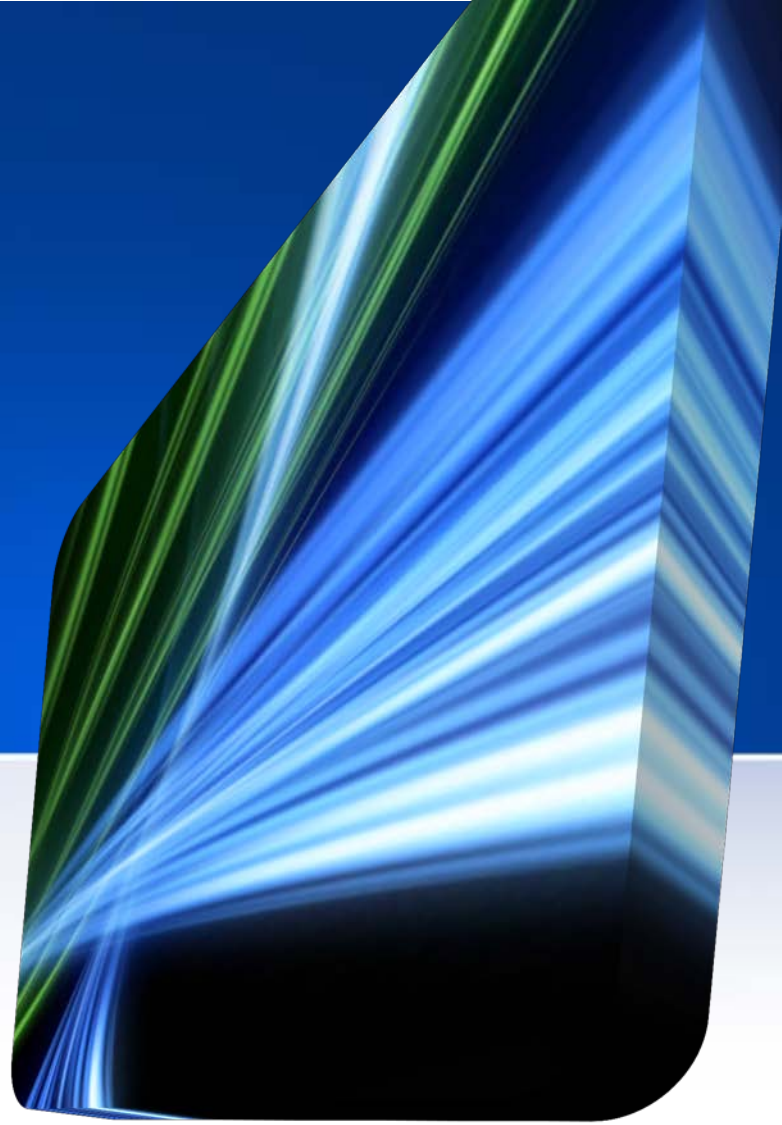
Tips, Tricks and Computer Hacks to Simplify Your Life.

Presented by: Brandon Hale



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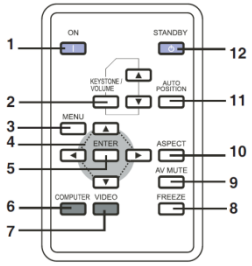
Tips, Tricks and Hacks

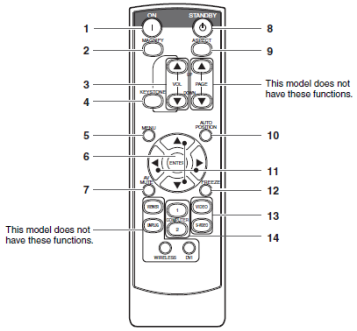
- Freeze
  - Use your projector remote:

Mitsubishi XD211U

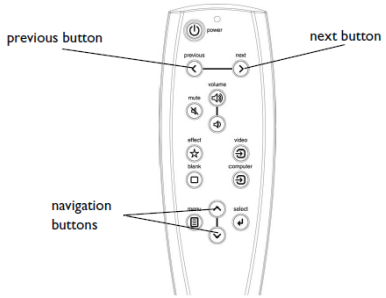


Mitsubishi XD221U

Remote control

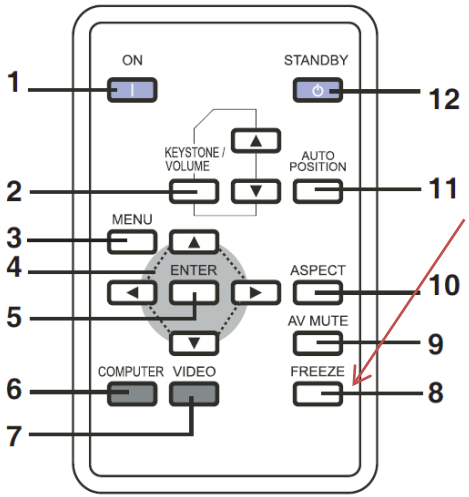


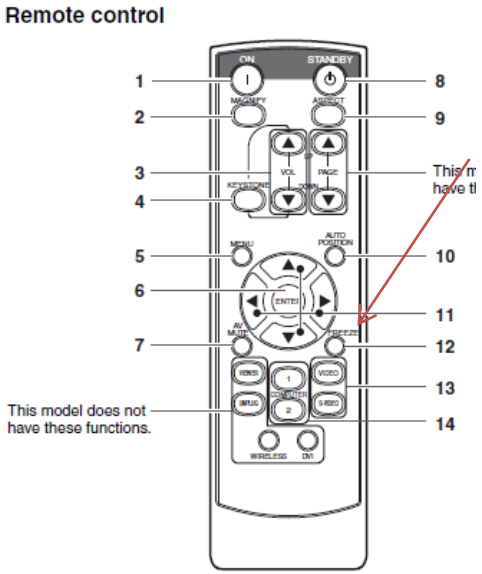
Infocus LP540

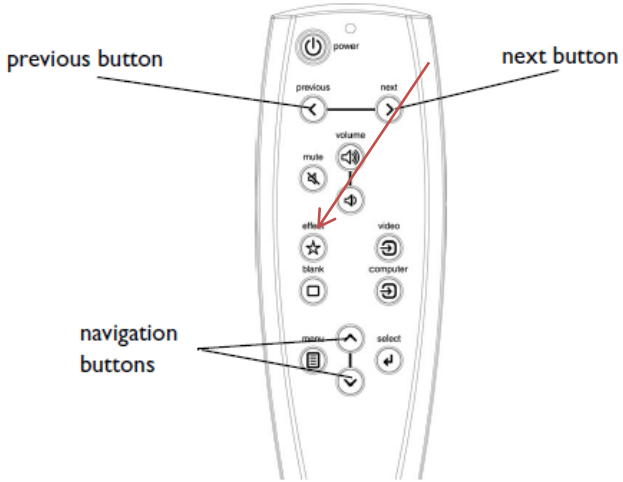


Freeze

- Bring up the image you would like to project.
- Click on the ‘Freeze’ button on your remote.
- Continue working with whatever you wish.





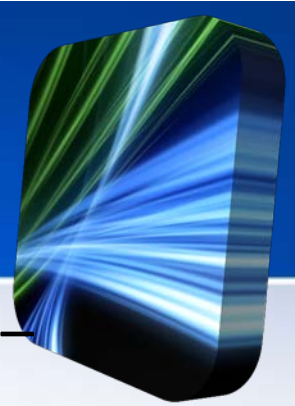


The Big Projector Switch

- Use ‘Windows Key + P’ or
- Use Start, all programs, accessories, Connect to a Projector

Computer Only – Shows desktop only on computer.
Duplicate – Duplicate desktop onto projector.
Extend – Extend desktop onto projector.
Projector Only – Show desktop only on projector.

The’re my favorites I want to save them!

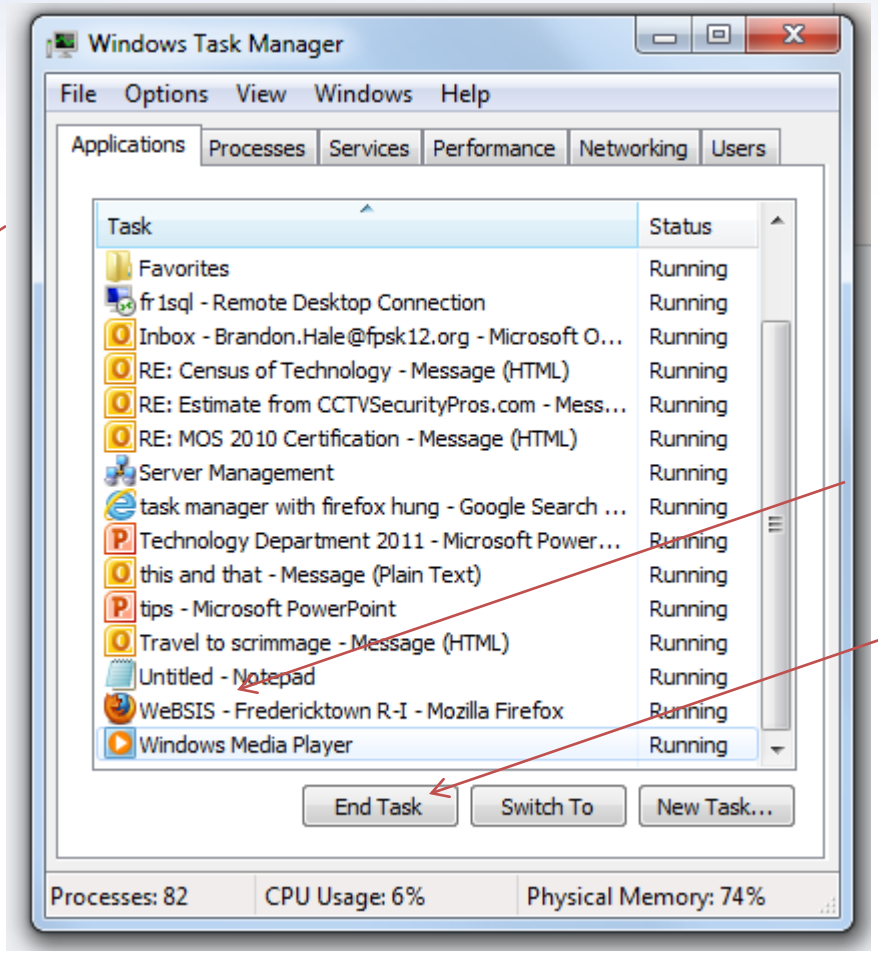


- Create a folder within your h: drive named ‘favorites’ – **demonstration**.
  - Click on Start, Computer, double click on your H: drive, click on new folder, name it favorites.
- **Demonstration** on creating a favorite and moving it to your h: drive.
  - Load Internet Explorer, navigate to the page you would like to make a favorite for, click on the star favorite button, click add to favorites, name the site something easy to remember.
  - Click back onto your favorites and locate the site you just named and right click on it, click on copy. Click on start, computer, double click on your h: drive, locate your favorite folder, double click on it, right click within the folder and click paste.
  - To load the page any time click on start, computer, double click on your h: drive, double click on favorites, double click on the favorite you want to open and Internet Explorer will automatically open to that page.

My WebSIS is stuck!

- Programs sometimes ‘hang’ in computer memory. This ‘hanging’ displays as a program that just won’t go away. What should you do? Restart? You could but that takes forever!
  - Method one: Hit the ALT key on your keyboard and let go, then hit the F key and let go, then hit the X key |the program will close.
  - Method two: Hold the Ctrl key and the ALT key and then hit the Del key. This will bring up a window where you can select ‘Start the Task Manager’. Once in the task manager locate the ‘hung’ program and click ‘End Process’. Hint: For WebSIS the program is Mozilla Firefox.
  - Method three: Hold the Ctrl key and the Shift key and then hit the Esc key. Once in the task manager locate the ‘hung’ program and click ‘End Process’. Hint: For WebSIS the program is Mozilla Firefox.

My WebSIS is stuck!

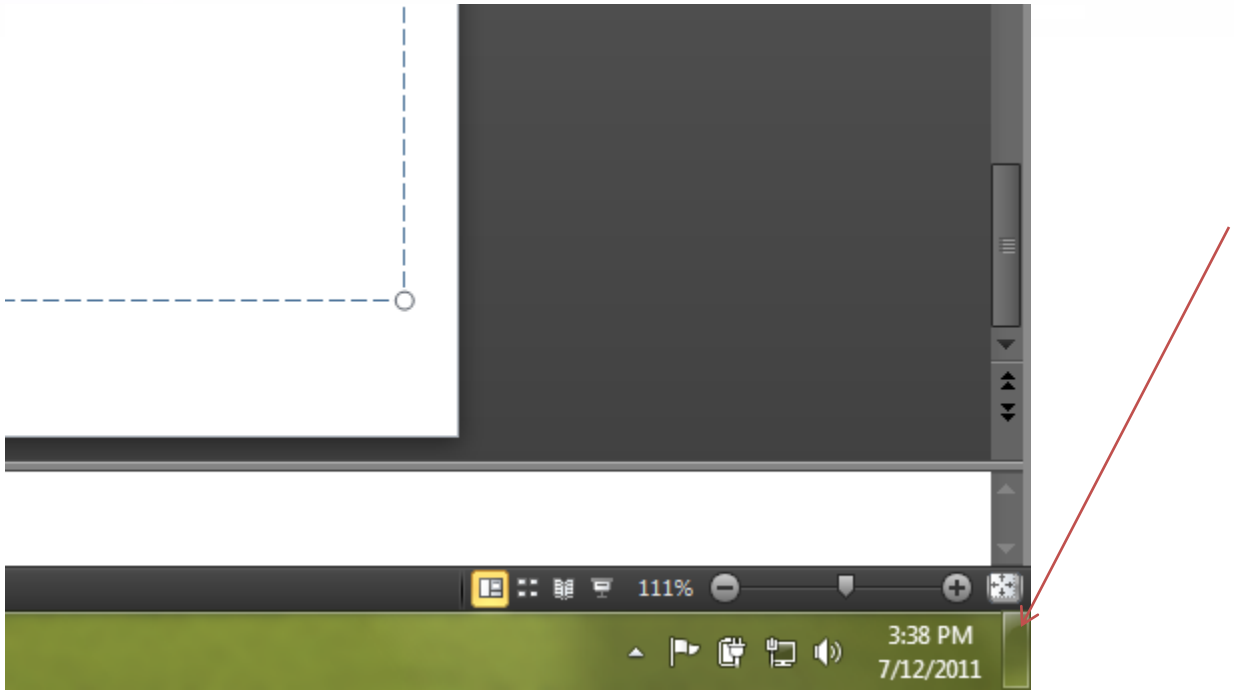

Windows Task Manager
File Options View Windows Help
Applications Processes Services Performance Networking Users
Task Status
Favorites Running
fr1sql - Remote Desktop Connection Running
Inbox - Brandon.Hale@fpsk12.org - Microsoft O... Running
RE: Census of Technology - Message (HTML) Running
RE: Estimate from CCTVSecurityPros.com - Mess... Running
RE: MOS 2010 Certification - Message (HTML) Running
Server Management Running
task manager with firefox hung - Google Search ... Running
Technology Department 2011 - Microsoft Power... Running
this and that - Message (Plain Text) Running
tips - Microsoft PowerPoint Running
Travel to scrimmage - Message (HTML) Running
Untitled - Notepad Running
WeBSIS - Fredericktown R-I - Mozilla Firefox Running
Windows Media Player Running
End Task
Switch To
New Task...
Processes: 82
CPU Usage: 6%
Physical Memory: 74%

Shakes, peaks & snaps

- Clicking and holding a title bar menu then shaking it will minimize all open applications except the one you are shaking. Shaking the title bar again will restore all open applications.
  Demonstration
- To peak at your desktop to see if you have an application or window open without minimizing everything is easy by clicking on the ‘peak’ option next to your clock.

Shakes, peaks & snaps

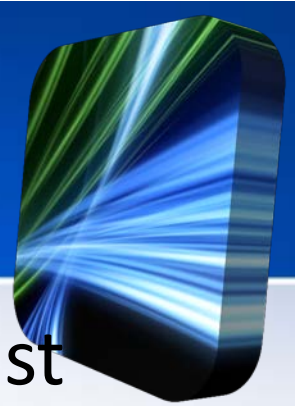
Clicking on the ‘peak’ option will allow you to quickly peak at your desktop.
Clicking on the ‘peak’ option a second time will restore your open applications.



Shakes, peaks & snaps

- ‘Snapping’ refers to the ability to open an application into full or share the screen with two open applications.
  - To achieve ‘snapping’ click on the title bar of a program and slide it all the way to the top of the screen. This will maximize the program to use your entire desktop. Clicking on the title bar and moving your mouse down ‘unsnaps’ the program and it returns to its original size and position.
  - To share your desktop with two open applications click on the title bar of a program and slide it all the way to the left or right of your screen, do the same for the second program and they will automatically tile to share your full desktop area. **Demonstration.**

Houston ‘I think we’ve got a problem”.



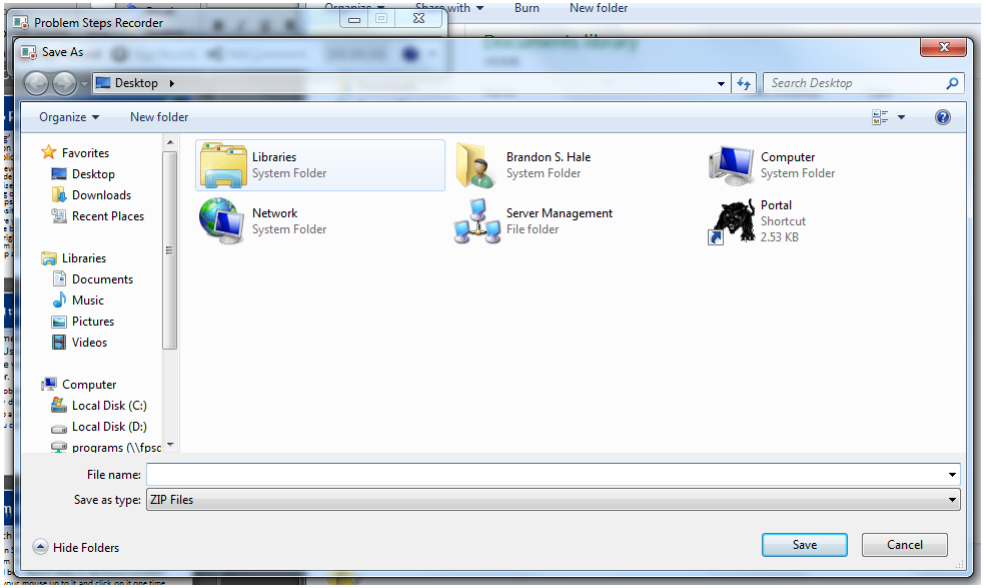
- Sometimes applications and computers just break. Usually at the worst possible time. To expedite your work order use the problem steps recorder.
  - The Problem Steps Recorder was designed to help quickly diagnose and repair problems. It records step by step a problem you are having and saves it into a file you can upload to our Work Order System and we can review to better diagnose your issue.

Problem Steps Recorder

- To launch the problems steps recorder:
  - Click on Start, in the search for files and folders type: Problem Steps Recorder. The top search result should be: ‘Record steps to reproduce a problem’ move your mouse up to it and click on it one time. The following program will open:

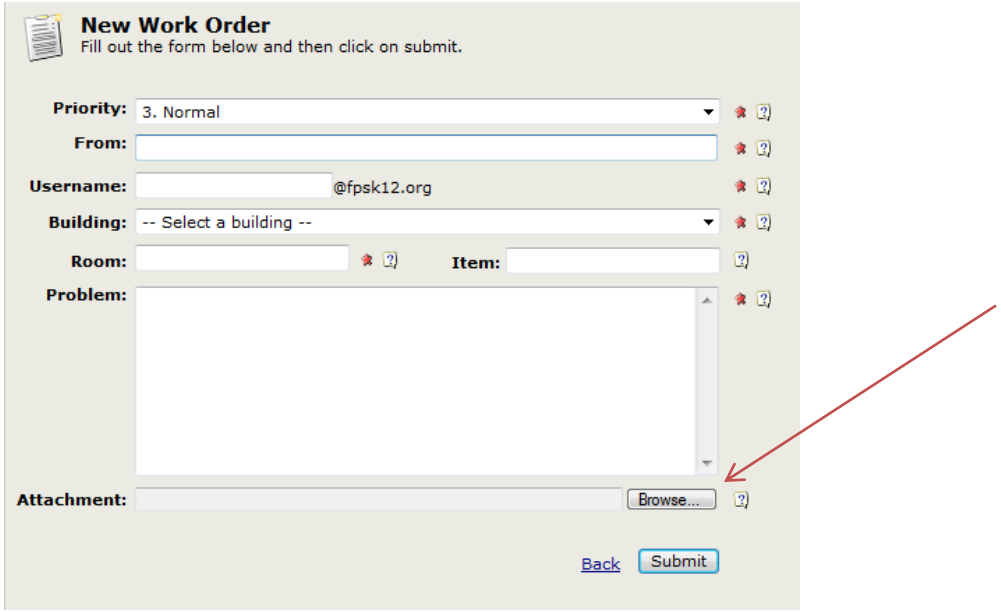
Problem Steps Recorder

- All you have to do is click on ‘Start Recording’ then reproduce the exact steps you take until you get an error. The recorder will do the rest. Once you reach the error click on stop recording. As soon as you click on ‘stop recording’ you will be prompted to save your steps: I recommend you create a folder in your h: drive called Problem Steps Recorder and save it there. Name the file and click save.



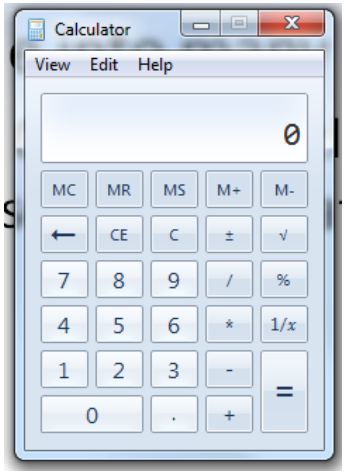
Problem Steps Recorder

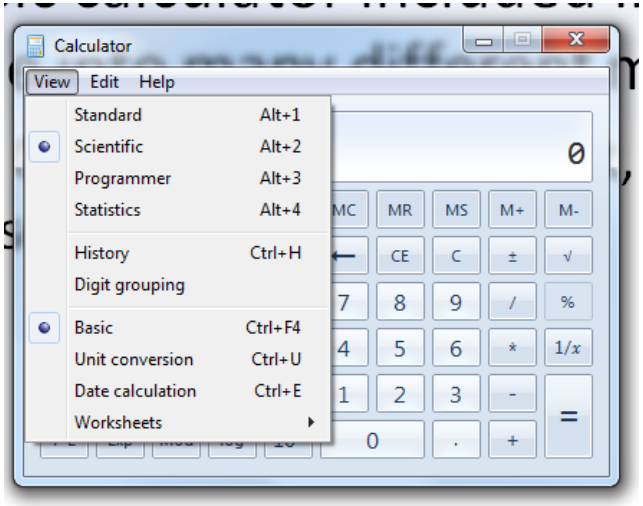
- Last navigate to the Technology Department Work Order System and submit a work order as you normally would except at the bottom where it asks for an attachment you will click on ‘browse’ and navigate to your h: drive folder and click on the file and then click ok and submit your work order.

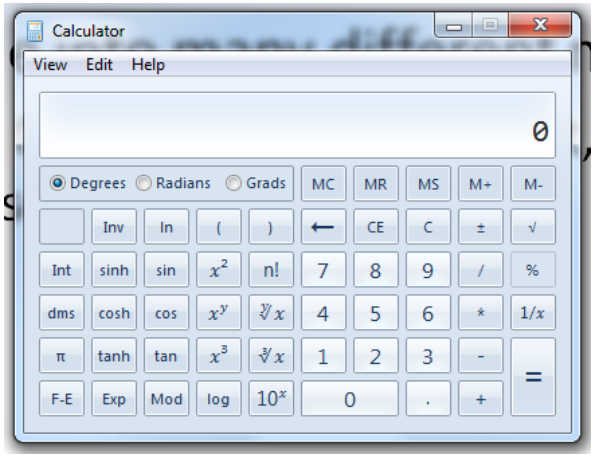


Calculator Unleashed!

- The basic calculator included in Windows 7 can be made into many different modes:
  - Open Calculator | click on Start, all programs accessories, Calculator.
  - Click on ‘View’ choose your options including Scientific.

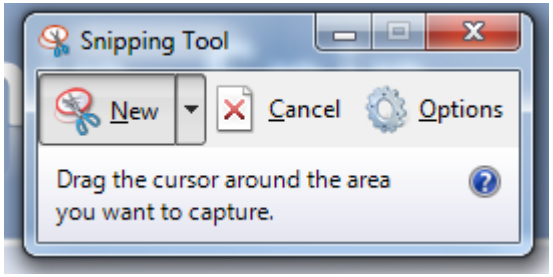


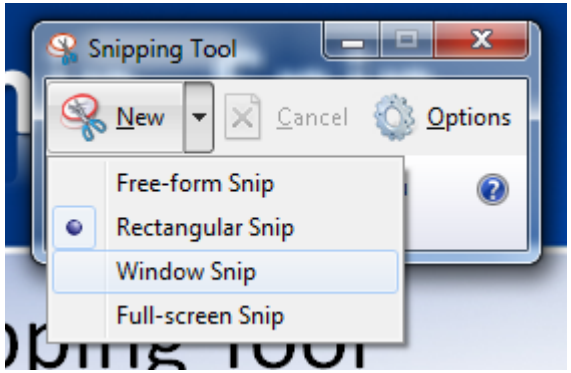


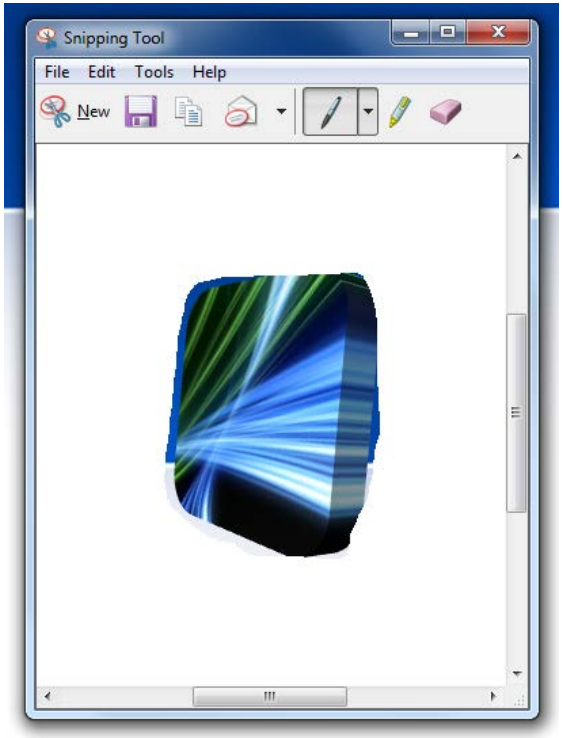

Calculator
View Edit Help
0
Degrees Radians Grads
MC MR MS M+ M-
Inv ln ( ) ← CE C ± √
Int sinh sin x² n! 7 8 9 / %
dms cosh cos xʸ ∛x 4 5 6 * 1/x
π tanh tan x³ ∜x 1 2 3 - =
F-E Exp Mod log 10ˣ 0 . +

Snip, Snip, Snip

- The Snipping Tool
  - Start, all programs, accessories, snipping tool
  - Used to capture screen images or pictures





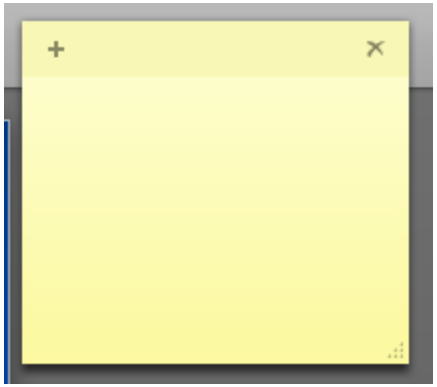


Snip, snip, snip

- Once you open the snipping tool click on ‘new’ (or you can use the drop down menu to select which style you would like to use). Left click and hold down and drag over the image you want to snip, when you let go a new window will appear with your snip cut out in it. From this window you can save the picture to your h: drive.
- *Hint use this method to snip an error and submit it as an attachment in a technology work order to expedite your repair.

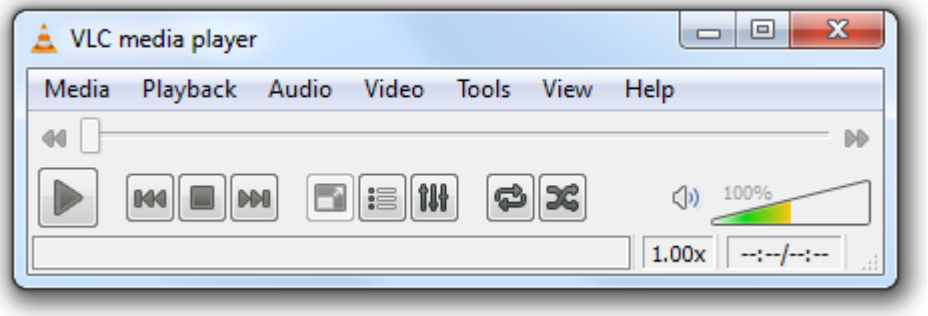
Sticky Notes

- Just like post-it notes sticky notes are an on screen way to keep short reminders.
  - Click start, all programs, accessories, sticky notes.
    - Click inside your note and type your reminder.
    - When you want to delete the reminder click on the X in the upper right corner.
    - Need more than one? Click on the + sign in the upper left corner.



My DVD won't play!!!

- This past summer the Technology Department installed VLC Player on every PC in the district.
- VLC Player is an easy to use, very powerful, free multimedia player.
- Start, all programs, VideoLan, VLC Media Player



VLC Player

- To play a movie, insert the DVD into your computers DVD drive.
- Wait for the autoplay screen (shown here) to appear.
- Click on the option to play the movie with VLC Player.
- The VLC Player will open and automatically start playing your movie.

AutoPlay
DVD RW Drive (E:) 2012
New options are available for DVD movies. You can keep the current default or choose a new default option. You can change defaults at any time in Control Panel.
Current default
Play DVD movie
using Windows Media Player
New options
Play DVD movie
using VideoLAN VLC media player
View more AutoPlay options in Control Panel

Taskbar Preview

- Your taskbar contains pinned items as shortcuts to programs installed on your computer. You can quickly see if you have more than one document open and preview it just from hovering your mouse over the program on the taskbar. Here I have two presentations that I am working on. If I move my mouse up and hover over one of the two I get a preview of it, if I want to stay with that particular presentation (or document or file) I can left click on it one time.

Youtube Offline Video's

- Did you know you can achieve videos from youtube for viewing later? (Make sure to get permission).
- Why would you want to do this? Perhaps you have difficulty finding the video you want to show. Or maybe all the other videos that pop-up when you search your afraid might be offensive to a student. Or you found a really good video and don't want to have to try to find it later.
- The process is easy! **Demonstration**

Youtube Offline Video's

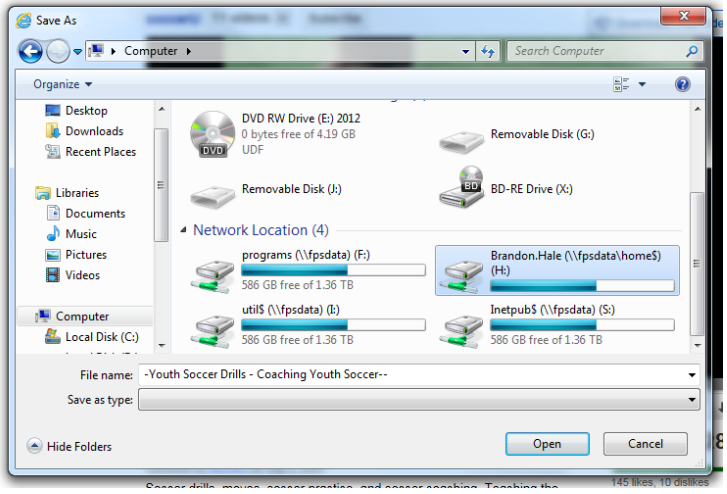
- Go to youtube.com (or any video site) and locate the video you would like to save.
- Let your mouse hover over the video until RealPlayer's 'Download This Video' appears in the upper right corner of the video.

Youtube Offline Video's

- While the RealPlayer's pop-up menu "Download This Video' is showing click on the drop down menu shown here and choose the option to 'Save As'.

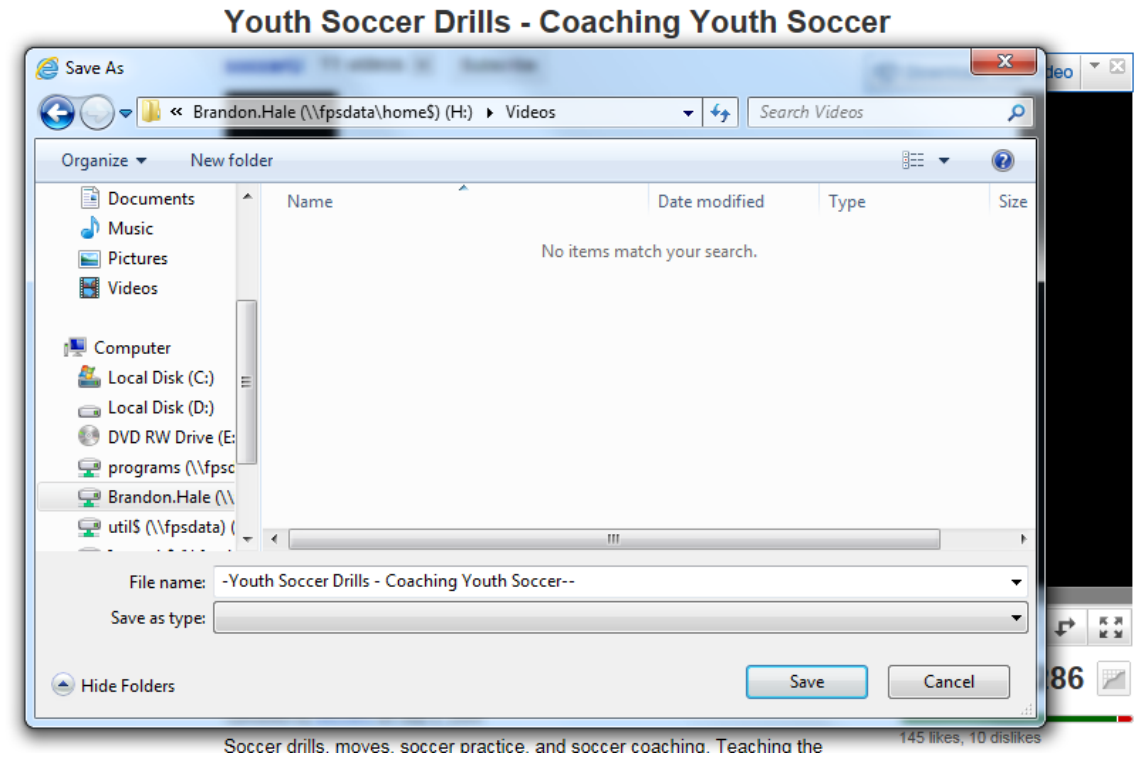
Youtube Offline Video's

- You will be prompted for a location to save your video too. Using the drop down menu locate your h: drive and double click on it.
- *Hint using folder creation methods you learned earlier create a folder named Videos in your H: drive and double click on it.



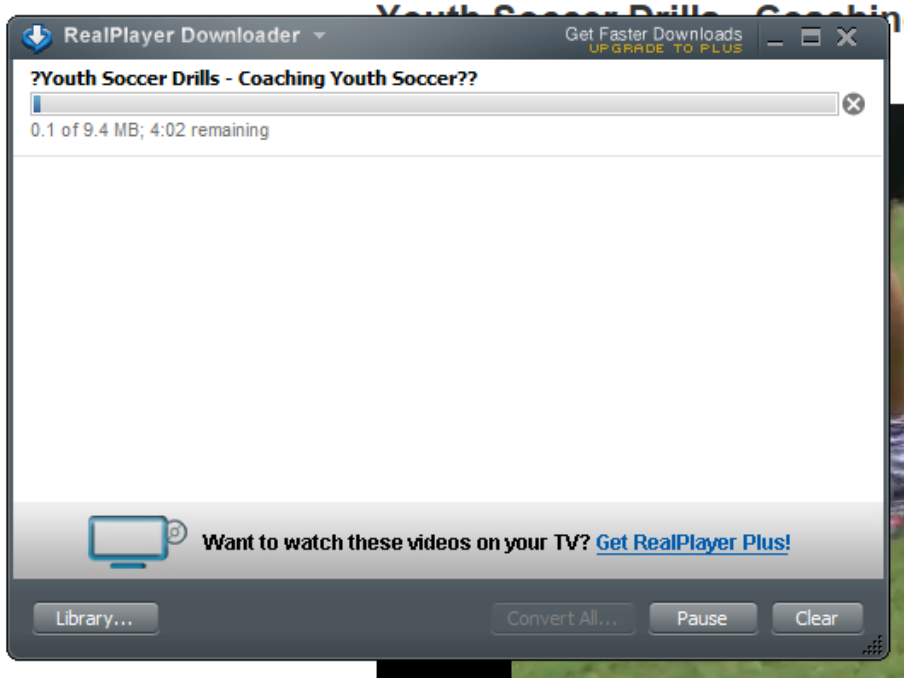
Youtube Offline Video's

- Last click on save.



Youtube Offline Video's

- A window will open displaying your save progress. When the video is completely downloaded you will be able to play it anytime without the need to visit youtube.

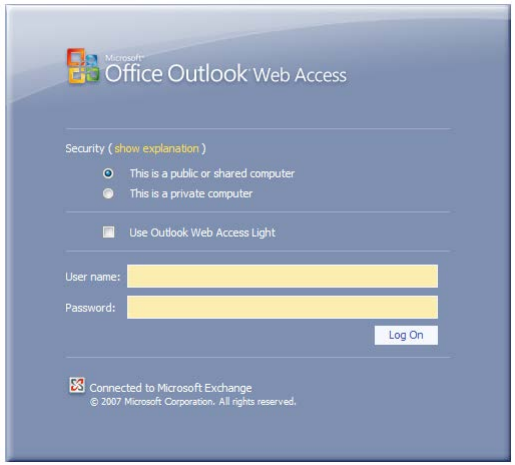


Youtube Offline Video's

- Playing your video:
  - Navigate to Start, Computer, Your H: Drive, double click on your folder Videos (or whatever you chose to name the folder where you saved the video).
  - Double click on the video.
  - The video will automatically begin playing.

Take Control of Outlook

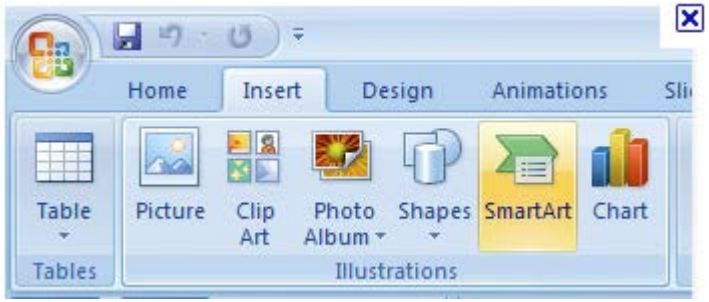
- **Demonstration**
  - Create an outlook signature – your custom signature will automatically be added to the bottom of every email message you send.
  - Out of Office Assistant – this option allows you to create a custom message to automatically be sent when you are out of the district.
  - Junk Email Option – you have the ability to automatically move messages from your inbox directly to junk email with this option.



Burn a CD:

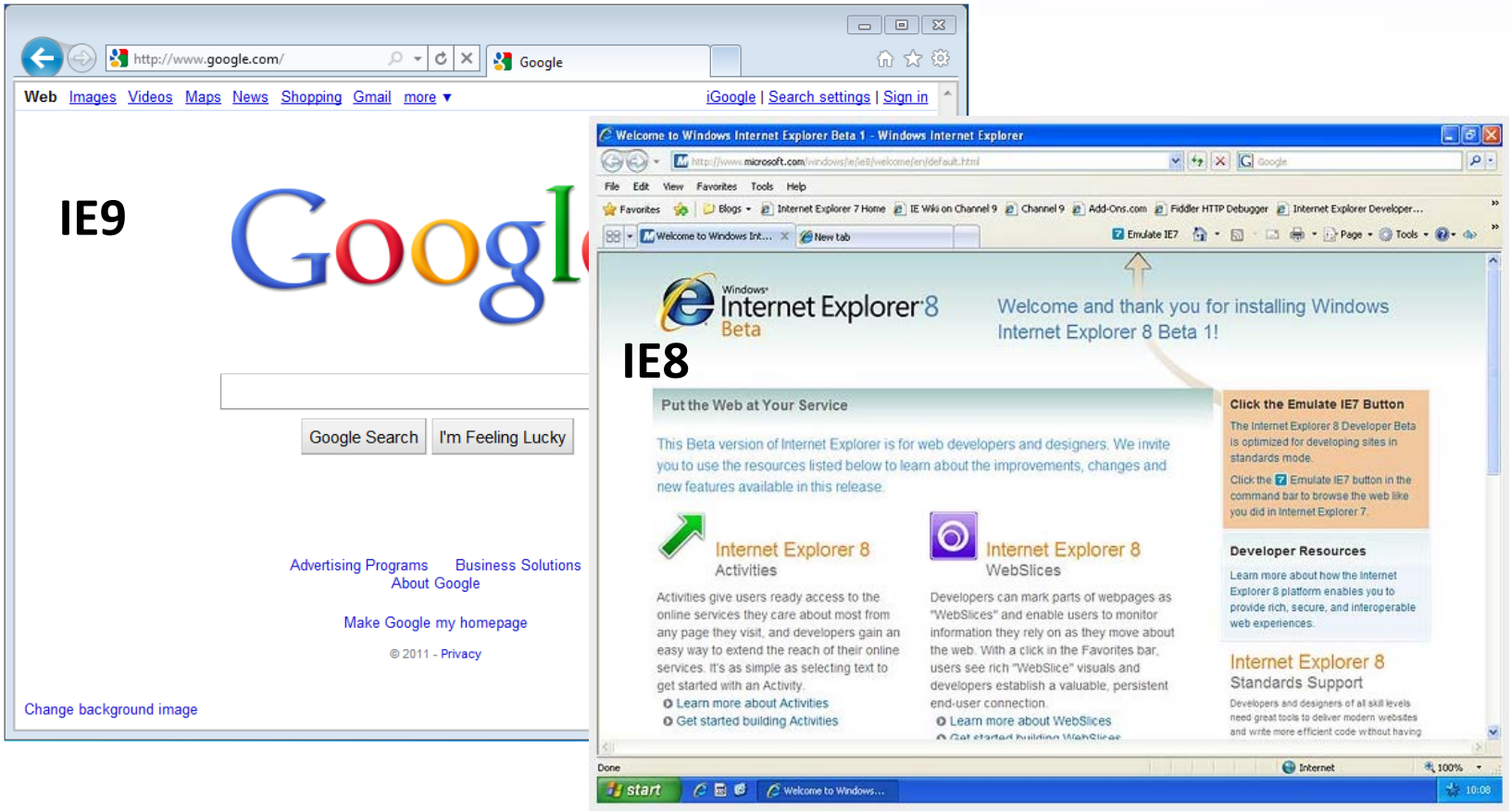
Ribbon Interface Say What?

- Office 2007 and later employ the ribbon interface however, many users are left searching for items they once accessed in seconds.
- See: http://office.microsoft.com/en-us/word-help/interactive-word-2003-to-word-2007-command-reference-guide-HA010074432.aspx?CTT=5&origin=HA010229584
- **Demonstration**



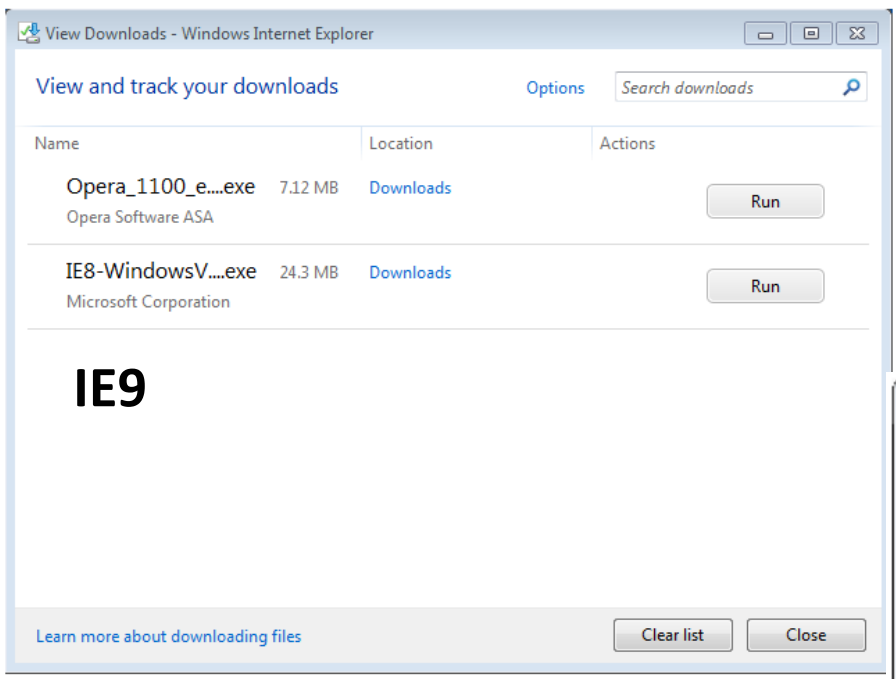
Internet Explorer 9

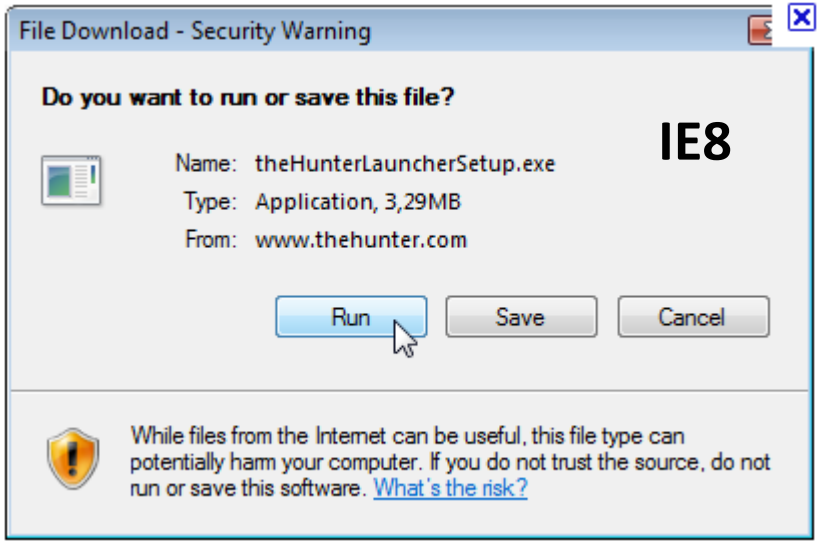
- Will be installed December 2011.
- Comparison:


IE9
Google
Google Search
I'm Feeling Lucky
Advertising Programs
Business Solutions
About Google
Make Google my homepage
© 2011 - Privacy
Change background image
IE8
Welcome to Windows Internet Explorer Beta 1 - Windows Internet Explorer
Internet Explorer 8 Beta
Welcome and thank you for installing Windows Internet Explorer 8 Beta 1!
Put the Web at Your Service
This Beta version of Internet Explorer is for web developers and designers. We invite you to use the resources listed below to learn about the improvements, changes and new features available in this release.
Internet Explorer 8 Activities
Activities give users ready access to the online services they care about most from any page they visit, and developers gain an easy way to extend the reach of their online services. It's as simple as selecting text to get started with an Activity.
Learn more about Activities
Get started building Activities
Internet Explorer 8 WebSlices
Developers can mark parts of webpages as "WebSlices" and enable users to monitor information they rely on as they move about the web. With a click in the Favorites bar, users see rich "WebSlice" visuals and developers establish a valuable, persistent end-user connection.
Learn more about WebSlices
Click the Emulate IE7 Button
The Internet Explorer 8 Developer Beta is optimized for developing sites in standards mode.
Click the Emulate IE7 button in the command bar to browse the web like you did in Internet Explorer 7.
Developer Resources
Learn more about how the Internet Explorer 8 platform enables you to provide rich, secure, and interoperable web experiences.
Internet Explorer 8 Standards Support
Developers and designers of all skill levels need great tools to deliver modern websites and write more efficient code without having
start

Internet Explorer 9

- Saving:




File Download - Security Warning
Do you want to run or save this file?
IE8
Name: theHunterLauncherSetup.exe
Type: Application, 3,29MB
From: www.thehunter.com
Run
Save
Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?